



CYNTHIA A. HARDING, M.P.H.
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April 1, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

A handwritten signature in black ink that reads "Cynthia A. Harding".

SUBJECT: **NOTIFICATION OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE INCREASES OR DECREASES OF GREATER THAN 10 PERCENT OF THE TOTAL CONTRACT AMOUNT**

This is to notify you that the Department of Public Health (DPH) intends to request delegated authority to: (1) extend and execute six HIV/AIDS Case Management/Home-Based (CM/HB) Services Contracts; and (2) increase or decrease funding up to 50 percent above or below each contract's annual base maximum obligation for five of the six CM/HB contracts.

This notice is being sent in accordance with Board Policy 5.120, which states that prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts by over 10 percent.

Background

The HIV/AIDS CM/HB program is designed to address each client's complex HIV/AIDS care needs and provides services that are not available through other funding sources. HIV/AIDS CM/HB-related services provide home and community-based care for persons with HIV/AIDS including, but not limited to: 1) client intake assessment; 2) comprehensive assessment of each client's physical, psychological, environmental, financial, and functional status; 3) development, implementation, and monitoring of an individual service plan; 4) coordination of the provision of home attendant care and homemaker services; and 5) periodic reassessments of each client's status and needs.

On May 29, 2012, your Board approved five contracts and one sole source contract with the City of Pasadena (COP) for CM/HB services effective July 1, 2012 through June, 30, 2014, and granted DPH delegated authority to extend those contracts through June 30, 2015. Solicitations for these services have been delayed in recent years due to staffing shortages. As CM/HB services are still undergoing refinement and realignment with State programs of similar scope, it is anticipated that a solicitation for CM/HB services will be released in 2016. In the interim, CM/HB services are still needed for individuals with HIV who have acute conditions; therefore, by extending the term of the current CM/HB contracts these vital services will be able to continue.

Justification for Delegated Authority to Increase or Decrease Funding Amounts

DPH is requesting a 50 percent delegated authority for five CM/HB services agreement. On February 24, 2015, the Division of HIV and STD Programs (DHSP) was notified by COP regarding the future of its currently contracted CM/HB contract. On March 9, 2015, COP met with DHSP leadership to discuss their inability to continue providing these services. COP has confirmed that they must cease CM/HB services as of September 30, 2015. In response to the anticipated cessation of CM/HB services delivered by COP, DHSP will assess the current COP client load and will work with them to develop an appropriate client transition plan. In the event that other CM/HB partners are asked to accept CM/HB referrals from COP, DHSP will recommend adjustment of those contracts as needed. As such, DPH is requesting additional delegated authority for the following CM/HB providers: AIDS Project Los Angeles, Altamed Health Services Corporation, Minority AIDS Project, St. Mary Medical Center and Tarzana Treatment Centers, Inc. -all providers who will continue to provide CM/HB services throughout the duration of the contract term ending June 30, 2017. Because we do not yet know the amount of additional funding that may be needed for any of these providers, DPH is requesting 50 percent delegated authority. This will enable DPH to amend these agreements to allow for the provision of additional units of services that are above the service level identified in the current agreement.

While DPH is under no obligation to pay a contractor beyond what is identified in the original executed agreement, DPH may determine that the contractor has provided evidence of eligible costs for qualifying contracted services, and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated.

This recommendation has no impact on net County cost. DPH will continue to seek County Counsel review and approval on all delegated authority actions, with notification to your Board and the Chief Executive Office.

Timeline

The Board letter requesting approval to enter into these agreements and delegated authority is projected for the Board meeting on May 19, 2015.

If you have any questions or would like additional information, please let me know.

CAH:MJP:mmc

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors